

PUBLIC UTILITY DISTRICT NO. 1  
OF ASOTIN COUNTY, WASHINGTON  
MEETING MINUTES  
December 8, 2015

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President Gary Hicks presiding, the Public Utility District No. 1 of Asotin County Meeting was called to order at 5:30 p.m. at the PUD Office at 1500 Scenic Way.

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ROLL CALL: PRESENT    Commissioners: Gary Hicks, Don Nuxoll and Judy Ridge.

PUD Staff: General Manager Tim Simpson, Treasurer Bob Sischo and Counsel Scott Broyles.

Members of the public were present.

MINUTES OF MEETING AND VOUCHER APPROVAL

**MOTION** by Commissioner Judy Ridge and seconded by Commissioner Don Nuxoll to approve the consent agenda approving the minutes of the November 24, 2015 Regular Meeting and payment of the Transaction Vouchers covering vouchers #1849 through #1851 and vouchers #3725EFT through #3741EFT in the amount of \$35,750.02 and Blanket Transaction Voucher Approval Document covering vouchers #35145 through #35199, and Electronic Transaction Vouchers #15113001, #15120201, #15120202, #15120401, #15120402 and #15122101 in the amount of \$171,016.60. The question was called for on the motion. The motion passed 3-0.

OLD BUSINESS

There were no items presented under Old Business.

NEW BUSINESS

Legal Services Contract

The manager presented the Legal Services Contract between Scott Broyles and the PUD. He stated that the current contract expires on December 31, 2015. The new contract for legal services is for a two year period with an effective date of January 1, 2016 and an expiration date of December 31, 2017. Mr. Broyles has reviewed the contract has not requested any changes.

**MOTION** by Commissioner Judy Ridge and seconded by Commissioner Don Nuxoll to approve the Legal Services Contract between Scott Broyles and the PUD. The question was called for on the motion. The motion passed 3-0.

Resolution 15-423 – Amending the Personnel Policy

The manager presented Resolution 15-423 which provides for amendment of the Personnel Policy. The manager requested changes to several chapters and sections of the Personnel Policy. Under Chapter 4, Section 4.7 – Classification Salary Ranges, He proposed the increase of salary ranges in most salary range categories or classifications.

Under Chapter 5, Section 5.7 – Job Descriptions, the manager proposed several updates: An amendment to the Operations Foreman job description due to the pending retirement of Joe Louis. The person who fills this position will be more focused on field operations and the job description needs to change to fit the amended job duties; the elimination of the Crew Leader position and job description due to the fact that the new Foreman will be performing the duties described in this job description. The manager proposed adding the position of Director of Finance and Administration. Bob Sischo is performing the duties of this position and will receive the new title this job description provides: He proposed the addition of a Director of Operations position. He stated that this position will provide oversight of all the operations and maintenance activities of the PUD, be the supervisor of the Operations Foreman and ensure all regulatory issues are addressed and followed.

He stated that the amendments under Chapter 2 – General Provisions, Section 2.1.1.6 – Exempt Employees and Chapter 3 – Hours of Work, Section 3.3 – Overtime, coincide with the new Director positions which will be identified as exempt from overtime. The definition of exempt employees needed to be expanded to add the Directors along with the Manager and the overtime language needed to identify exempt employees.

The amendments to the sections identified in Chapter 7 – Leave from Employment, Sections 7.3.3 & 7.3.4 – Personal Leave Cash Out, eliminates the maximum amount of personal leave cash out and increases the maximum amount of personal leave cash out at retirement. Both changes are due to the increase in the total amount of personal leave that an employee can accrue which was adjusted at our last Personnel Policy amendment.

The amendment to Chapter 8 – Benefits, Section 8.3.3 - Retiree Use of Accrued Supplemental Leave for Continued Health Benefits is proposed to align with the current retiree situation and ones that will occur in the next three to five years. This section also needed to identify that all benefits are consistent with the District's Health Insurance Plan.

**MOTION** by Commissioner Judy Ridge and seconded by Commissioner Don Nuxoll to approve Resolution 15-423 amending the Personnel Policy as proposed. The question was called for on the motion. The motion passed 3-0.

Change the Tuesday December 22<sup>nd</sup> Commission Meeting to Monday December 21<sup>st</sup>

The manager requested changing the next Commission meeting from Tuesday December 22, 2015 to Monday December 21, 2015 due to commissioner travel.

**MOTION** by Commissioner Judy Ridge and seconded by Commissioner Don Nuxoll to approve changing the Tuesday December 22, 2015 to Monday December 21, 2015 at 5:30 pm. The question was called for on the motion. The motion passed 3-0.

MANAGER'S REPORT

Port of Wilma Sewer System – The manager reported that the invoices for the lift station upgrades have been sent to the Port of Whitman County for payment. They have expressed some concern regarding the cost of the work but it was done according to PUD standards as provided for in the Port of Wilma Sewer System Transfer Agreement. He stated that the Port is still reviewing Bill of Sale documents.

2014 Fiscal Year Audit – The manager reported that the State Auditor's supervisor is reviewing the audit this week and then it will be sent to their manager for review which should take one to two weeks.

COMMISSIONER'S REPORT

Commissioner Ridge and Commissioner Hicks attended the Washington PUD Association Annual Meeting in SeaTac, Washington on December 2-4.

Commissioner Ridge will be attending the Public Power Council Annual meeting on December 10<sup>th</sup> in Portland, Oregon.

ADJOURNMENT

There being no further business the meeting was adjourned at 6:00 p.m.